

California Department of Corrections

Financial Information Memo

SUBJECT:	FIM NUMBER:
State-Paid Memberships in Associations and Organizations	2000-09
REFERENCES:	DATE:
None	October 10, 2000

DISTRIBUTION

Executive Staff
Wardens
Regional Institution Administrators
Regional Paroles Administrators
Health Care Managers

PURPOSE

This Financial Information Memo (FIM) provides additional information for approving State-paid memberships in associations and organizations for employees.

BACKGROUND

In a memorandum dated June 30, 1998, Department policy stated that membership fees could be paid if they directly benefit the State or if the membership is required for an employee to perform his/her duties. An example of this is a membership to an organization that results in employees of that department receiving job-pertinent training at a reduced cost.

DISCUSSION

If the membership does not provide a direct benefit to the State or is not required for an employee to perform his/her duties, the memberships are viewed as solely for public relationship purposes and cannot be paid by the State.

The Department policy for authorized payment of memberships in associations and organizations is being expanded to include memberships that would provide networking or related business information sharing in a professional association related to the employee's job duties (i.e. Associated Chaplains in California State Service). Each program area will need to consider their budgetary limits in approving payment for these memberships. Available training allotments may be considered as an available budget resource to fund these memberships. No additional budget augmentation will be available. The responsibility for ensuring that memberships are appropriate rests with each department.

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ACTION REQUIRED

If you believe that a membership in an organization can be justified according to the parameters mentioned above, a written justification approved by your Warden, Regional Administrator or Division Chief regarding the merits of the membership should be included when the membership is submitted to your accounting office for payment.

If you have further questions regarding this FIM, please contact William Dougherty, Chief, Accounting Management Branch, at (916) 324-6525 or CALNET 454-6525.

WENDY STILL
Chief Financial Officer
Office of Financial Management

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